

**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day(s)

**Pre-requisite(s)**

PowerPoint 2003/2007 – Introduction, or equivalent experience.

**Overview:**

Students will learn a range of advanced features of PowerPoint, including customising templates, working with other elements of Microsoft Office and making a presentation interactive.

**Outline:**

<b>Templates and the Slide Master</b>	Selecting a Template Changing the Slide Master Creating a Template
<b>Using a Colour Scheme</b>	Viewing and Selecting a Colour Scheme Creating a New Colour Scheme Adding a Background
<b>Working within the Office Suite</b>	Creating Slides from a Word Outline Creating Charts and Diagrams
<b>Creating a Multimedia Presentation</b>	Inserting Movies and Sound Using Animated Graphics Setting Slide Timings
<b>Creating a Internet Presentation</b>	Inserting Hyperlinks Creating Action Buttons Saving a Presentation as a Web Page
<b>Producing a Slide Show</b>	Adding Transitions and Custom Animation to a Slide Show Slide Show Options Using the Meeting Minder Working with Custom Shows
<b>Reviewing and Sharing a Presentation</b>	Adding Comments Handling Reviewer Changes Adding Password Protection
<b>Saving the Presentation as a Self Run Package</b>	Using Package for CD

Next Step: Contact us for bespoke courses

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